

# **‘Your Company name’ Personal Performance & Development Plan**

The aim of your plan is to help you understand not only the purpose of your job role, but also how your work effort contributes to the overall success of the business. Before you start this process, find out about the ‘Your Company name’ strategy, discuss this with your line manager to understand how your role and objectives contribute to these overall goals.

As well as considering WHAT you will be achieving (business objectives), you should also focus on HOW you will achieve it (behavioural objectives). You will see in the form that each section is weighted, the suggested split is 60% on business objectives and 40% on behavioural, this can however be changed and reduced to a minimum of 20% for the behavioural objectives where appropriate and agreed with your line manager.

## **Personal Objectives**

These are to be Specific, Measurable, Achievable, Relevant to your role/department and Time-bound.

- Column 1 - Using SMART objectives, how will you support your managers’/Departments’ and overall Corporate Objectives as
- Column 2 - Agree and record the deliverables you will need to demonstrate to achieve each objective.
- Column 3 - Agree a target date to achieve the objective.
- Column 4 - You and your manager should record your comments following your review discussions
- Column 5 - Your Manager will need to enter a rating following each review; Exceptional, Excellent, Great Stuff, Getting there or Unacceptable.

<b>Personal Objectives</b> Section weighting (60-80%)	<b>Deliverables</b> Please include critical success factors such as financial figures, quality etc	<b>Target date</b>	<b>Comments</b>	<b>Rating</b>
1: E.g. Manage external relationships with all current and new suppliers ensuring all development requirements are met and SLA's adhered to.	<ul style="list-style-type: none"> <li>• Communicate with existing suppliers on a regular basis to continually improve and streamline process</li> <li>• Reduce year on year spend by 10%</li> <li>• Regularly review current SLA'S improving where possible but ensuring all suppliers adhere to requirements</li> </ul>			

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<b>Personal objectives overall rating</b>				
<b>Behavioural Objectives</b> Section weighting (20-40%)	<b>Deliverables</b>	<b>Target date</b>	<b>Comments</b>	<b>Rating</b>
1: E.g. Manage external relationships with all current and new suppliers ensuring all development requirements are met and SLA's adhered to.	<ul style="list-style-type: none"> <li>• Communicate with existing suppliers on a regular basis to continually improve and streamline process</li> <li>• Reduce year on year spend by 10%</li> <li>• Regularly review current SLA'S improving where possible but ensuring all suppliers adhere to requirements</li> </ul>			

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<b>Behavioural objectives overall rating</b>	
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**Final Comments**

Employee comments
Manager Comments
Final Agreed Rating

## Career & Development Plan

Performance reviews shouldn't just focus on performance. Everyone in 'Your Company name' should have the opportunity to discuss their development with their manager. Please use this form to record your objectives and deliverables. Think about what skills would help you to enhance your performance in your current role and also how you would like your career to progress 'Your Company name'

<b>Development objectives to support your SMART objectives</b>	<b>Deliverables and support needed</b>	<b>Target date</b>	<b>Comments</b>
<i>Short term</i> <i>0 -1 yr</i>			
Medium term 1 - 3 yrs			
Long term 3+ yrs			

‘Include a bit here about where else your employee can go to receive support on what learning and development might be available to them’